

ROUTING AND RECORD SHEET

STAT SUBJECT: (Optional) Proposed Deactivation of Pneumatic Tube Systems

STAT FROM: EXTENSION NO.

STAT Chief, Information Management Staff
1 D 4109 Hqs. DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT 1. DDO/Registry
7 E 22 Hqs.

16 FEB 1982

ILLEGIB

STAT 3. ADDO
7 E 26 Hqs.

16 FEB 82

4. DDO

5. RPD/DA
1112 Ames Bldg.

STAT

3 to 4 - also
you should give a copy
of this to the DDA
and discuss directly
with him to highlight
the serious impact on
DD Hqs operation in
coordinating our cable
traffic show

OK

~~SECRET~~

DD/C 88-02713

12 FEB 1988

MEMORANDUM FOR: Chief, Regulatory Policy Division,
Directorate of Administration

VIA: Associate Deputy Director for Operations

FROM: [REDACTED]

Chief, Information Management Staff, DO

SUBJECT: Proposed [REDACTED] Deactivation of Pneumatic
Tube Systems

1. The Directorate of Operations (DO) does not concur with proposed [REDACTED]. The DO relies heavily on the tube system to handle the enormous volume of cables sent and received on a daily basis and carry out the extensive coordination process required to release for transmission. Without the tube system, one more demand is placed on the already limited resources who support the field. A sampling of comments from DO divisions and staffs is attached.

2. This proposed HN neglected to mention the real reasons, as originally stated by the Office of Logistics, for deactivating the tube system; i.e., need for more power to accommodate the computers, and utilizing existing tube duct work to install a sprinkler system. Also, it incorrectly states that "...with the use of APARS equipment the DO's combined registries should be able to handle their traffic." APARS has nothing to do with the DO's reliance and usage of the tube system. The proposal states that the increasing emphasis on electronic transmission of information has made the tube system anachronistic. This does not apply because the DO does not have the capability to coordinate by computer. The proposal also does not address the impact this action will have on the Mail and Courier Branch (M&CB). The DO is already experiencing periodic delays in mail pickup due to the shortage of personnel in M&CB.

3. Based on careful consideration of this matter, the DO cannot concur with the proposal to deactivate the pneumatic tube system and requests that serious thought be given to reversing this decision.

Attachment:
As Stated

DOWNGRADED TO ADMINISTRATIVE-
INTERNAL USE ONLY WHEN ATTACHMENTS
REMOVED

25X1

IMS/MPG/PPB

Distribution:

Orig - Addressee

1 - ADDO

1 - C/IMS ✓

1 - IMS/MPG/PPB

S E C R E T

c/fms

8 FEB 1988

MEMORANDUM FOR: Deputy Director for Operations

FROM:

Chief, Near East and South Asia Division

SUBJECT: Disruption of DO Activities by Closure of the
Headquarters Tube System

1. The announcement at the 27 January 1988 DO Staff Meeting that the Headquarters tube system will be closed down permanently in the next few months has caused an immediate ground swell of serious complaint from every strata of our Division.

2. We believe that the closure of the tube system will seriously disrupt the Headquarters activities of the entire Directorate and would strongly urge that this decision be reconsidered.

3. We have heard several reasons justifying the decision to terminate the tube system. One reason cited is that the new building will not have a tube system and therefore messages will not be able to be sent from components in the present building to offices in the new building. Another reason cited is that, in the future, all coordination will be accomplished by computer. Yet another reason that we have heard is that terminating the tube service will result in a monetary savings.

4. We do not believe any of these reasons are sufficient to terminate a service that has been a major element in expediting the flow of the DO's paperwork since this building was opened. First, just because some DO components will move into the new building without access to the tube system does not mean that the components remaining in the present building should not continue to have access to this labor saving and money saving device. Second, the capability to coordinate all DO paperwork by computer is still years away. Doing away with

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the tube system before a genuine alternative is available is a mistake. Third, closing the tube system as a cost-cutting measure is a false economy. The added costs of salaries and overtime that will have to be paid to have all DO message traffic walked around the Directorate for coordinations and signatures must certainly outweigh any savings in closing down the system.

5. The DO is the only Directorate that relies heavily on the tube system. This is because we are the only Directorate that sends out and receives large numbers of cables. Our ability to accomplish our work in a timely and efficient manner depends on the tube system. We receive our precedence "tempo" copies of important cables via the tube system. If the tube system is abandoned, Commo will have to telephone branches to have someone walk down to hand carry "tempos" back up to the relevant offices. Not only is this a costly waste of time, but it cuts down our response time to the field. In addition, the voluminous tracing carried out between DO Branches and IMS depends on the tube system. Handcarrying numerous trace requests to IMS, then handcarrying the responses back to the branches would be a wasteful misuse of our employees' time and talents.

6. Another serious disruption to our activities caused by closure of the tube system will be in our outgoing message traffic. The case of CTC is useful in forecasting the effect of the closure of the tube system on the entire DO. CTC has made it a practice to walk all of its precedence outgoing traffic around since the Center's inception. Although CTC can use a DI tube station to relay cable traffic to DO coordinators on the DO system, they have found it necessary to walk cables around. This requires considerable overtime by the employees involved, and has become the major part of several employees' daily activities. In addition, this "walking" of cables ends up being done towards the end of each day, due to the employees' other duties, and has placed a burden on coordinating offices.

7. Frankly, the effect of all DO components walking their cables around for coordinating will be staggering. It will require dedicating some already fully employed clerical staff to organizing and carrying out this activity. It will require paying overtime to some employees to accomplish this task. It will tend to cause cable traffic to stack up in offices until there is enough of a pile of cables to warrant taking an

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employee's time to walk it around for coordination. This will tend to cause a pile up of cable traffic towards the end of each day which will place a burden on Commo as well. The existing courier system is already stretched thin and trying to add the burden of cable coordination to that system will be impossible.

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